

Section 1

Processing SF-52s

Proponent: West CPOC

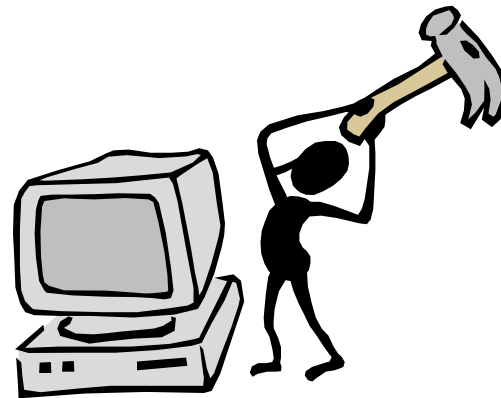
Sub-
Section
N/A

Topic

PERSACT Actions

Remarks

Depicts total numbers of all personnel actions processed through CPACs and CPOC using PERSACT.

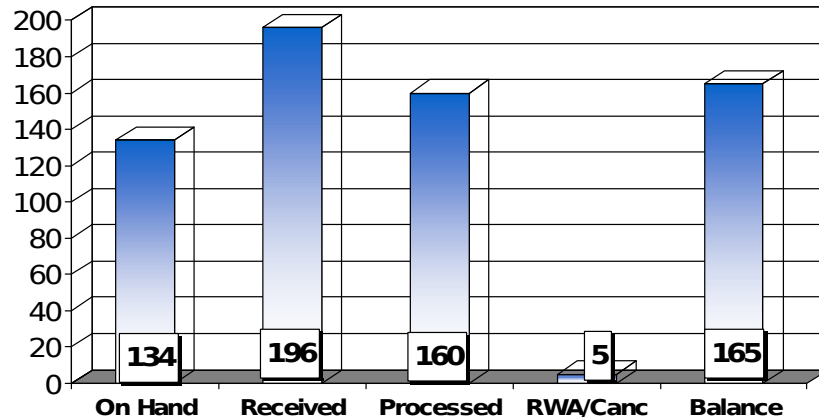


TOPIC: PERSACT Actions - Fort Huachuca

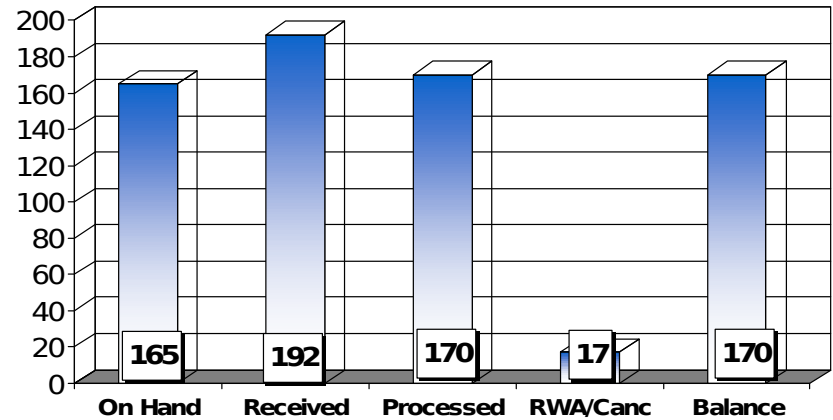
3RD QTR-FY99

PROPONENT: WCPOC

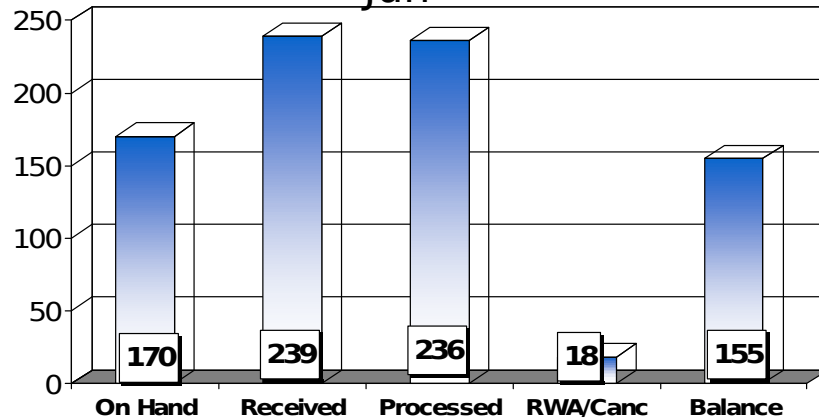
Apr



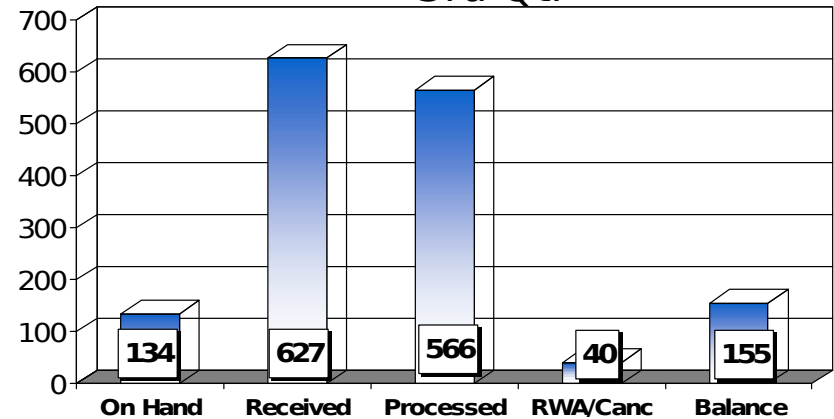
May



Jun



3rd Qtr



ANALYSIS: Volume is stabilized for this activity and is being processed as received, precluding backlog.



SECTION 2

Classifying Jobs

Proponent: WCPOC, Classification Division

Sub-Section	Topic	Remarks
A	Classification Actions Processed	Demonstrates volume and timeliness of personnel actions requiring handling by a position classifier. Routine actions are those which require only a cursory review in the Division. Nonroutine actions require the classifier to do a job analysis or advisory.
B	New Position Descriptions	Indicates usage of Army tools for classification.
C	1999 Trends	Provides analysis of volume and timeliness of work for the FY to date.



TOPIC: Classification Actions Processed - Fort Huachuca

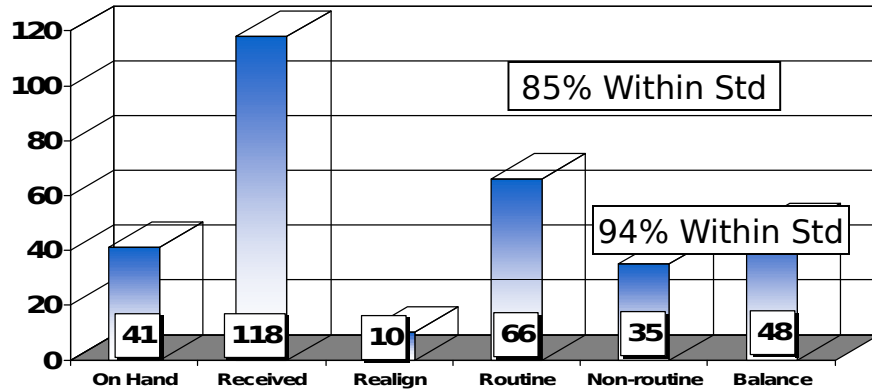
3RD QTR-FY99

PROPONENT WCPOC- STANDARD:

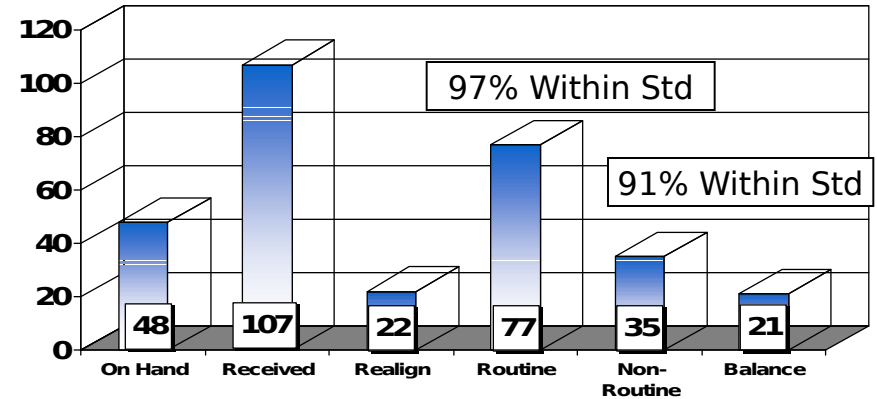
Routine, 4 Days from Date Received in CD
Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine: Green
Non-Routine: Green

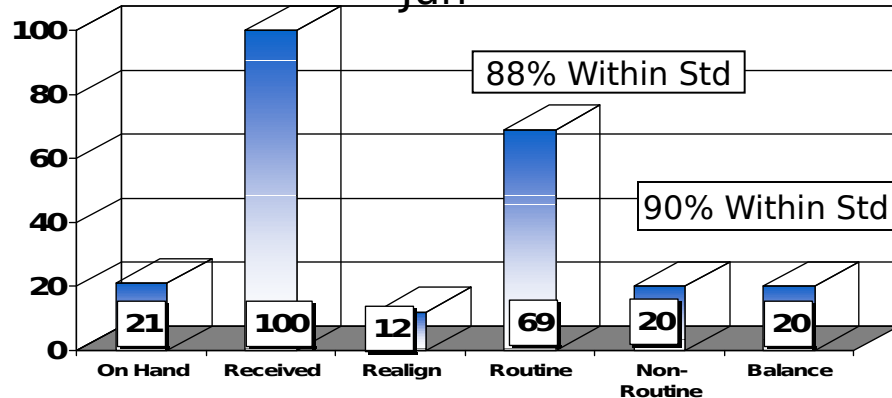
Apr



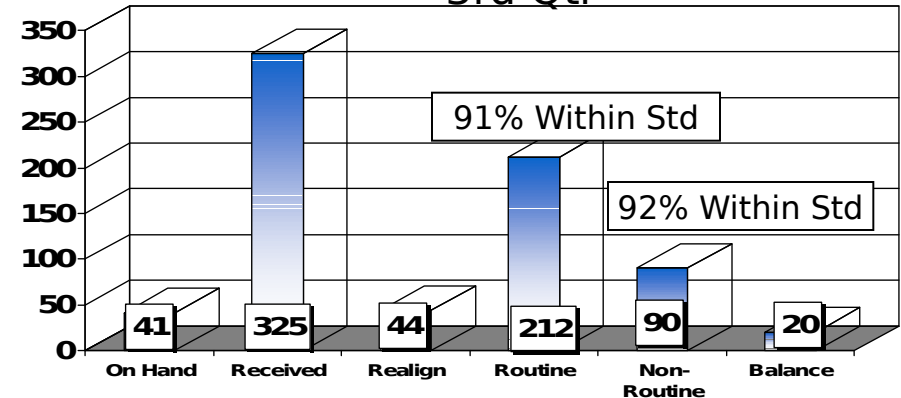
May



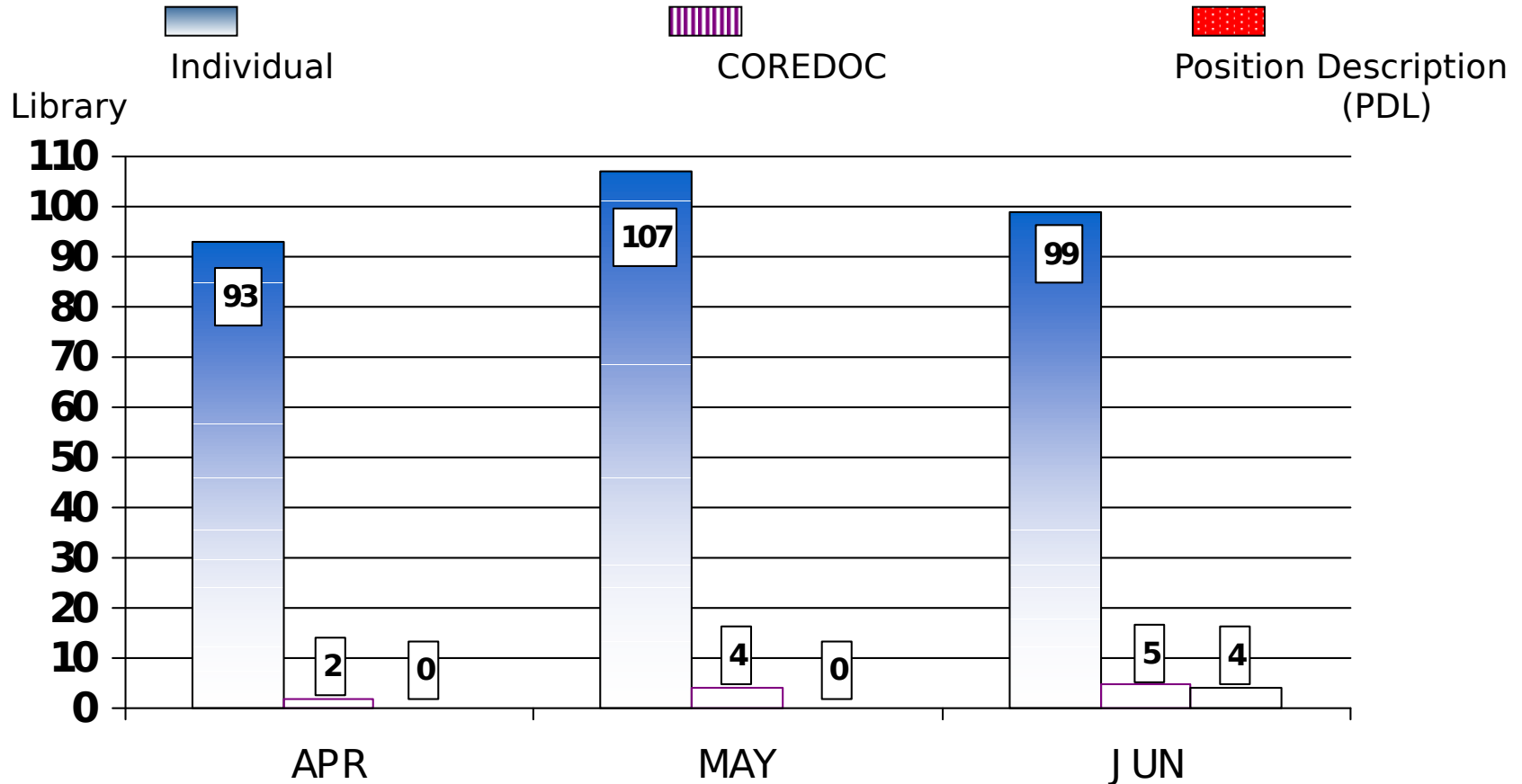
Jun



3rd Qtr



ANALYSIS: Volume of routine and non-routine actions is up from the previous quarter. Routine action assessment has been improved to "green". Non-routine action performance decreased slightly but still remains "green".

TOPIC:**New Position Descriptions****3RD QTR-FY99****PROPONENTWCPOC-
CD**

ANALYSIS: COREDOC and PDL are seldom used. The number of new job descriptions established continues a quarterly upward trend (45% increase over the previous quarter). The addition of two activities this quarter contributed only 7% to that increase. There is some early indication that FASCLASS will have more of an impact assisting managers in creating new job descriptions than either COREDOC or PDL, as eventually managers will have access to not only every job in the West Region but jobs in the other Army regions as well.



TOPIC:**Trends - Classification Actions Processed****3RD QTR-FY99****PROPOSER/STANDARD:**

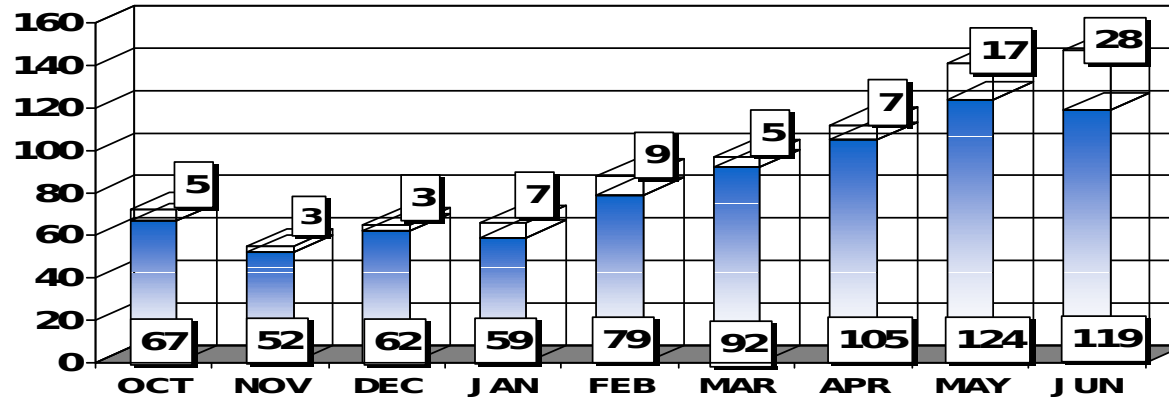
Routine, 4 Days from Date Received in CD



STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Routine - Amber

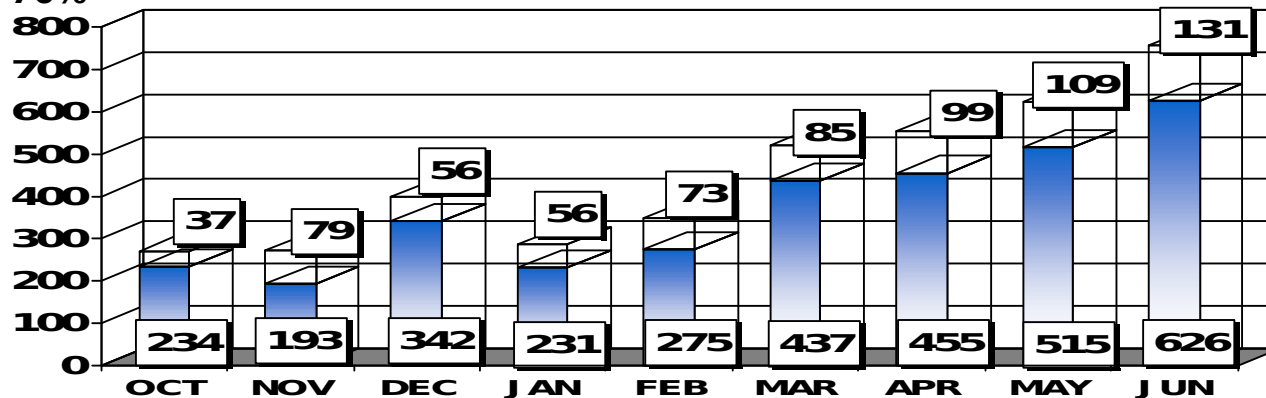
Non-Routine - Amber

NON-ROUTINE

 In Standard
 Not in Standard

In Standard
86% 76%

93% 95% 95% 89% 90% 95% 93%

ROUTINE

In Standard
79% 79%

86% 71% 86% 80% 79% 84% 78%

ANALYSIS:

Non-routine actions have shown a steady decline since March, which roughly approximates the beginning of the FASCLASS project. FASCLASS has also impacted routine performance - in all but one month since FASCLASS started. The total number of routine and non-routine actions processed increased by 66% over the previous quarter. The focus on routine actions by the "get the routines out day" should help in the next quarter, as should the cross leveling of non-routine actions of over 20 days.



TOPIC:**Average Days to Process Classification Actions - All Serviced****3RD QTR-FY99****PROPOSER:** WCPOC-

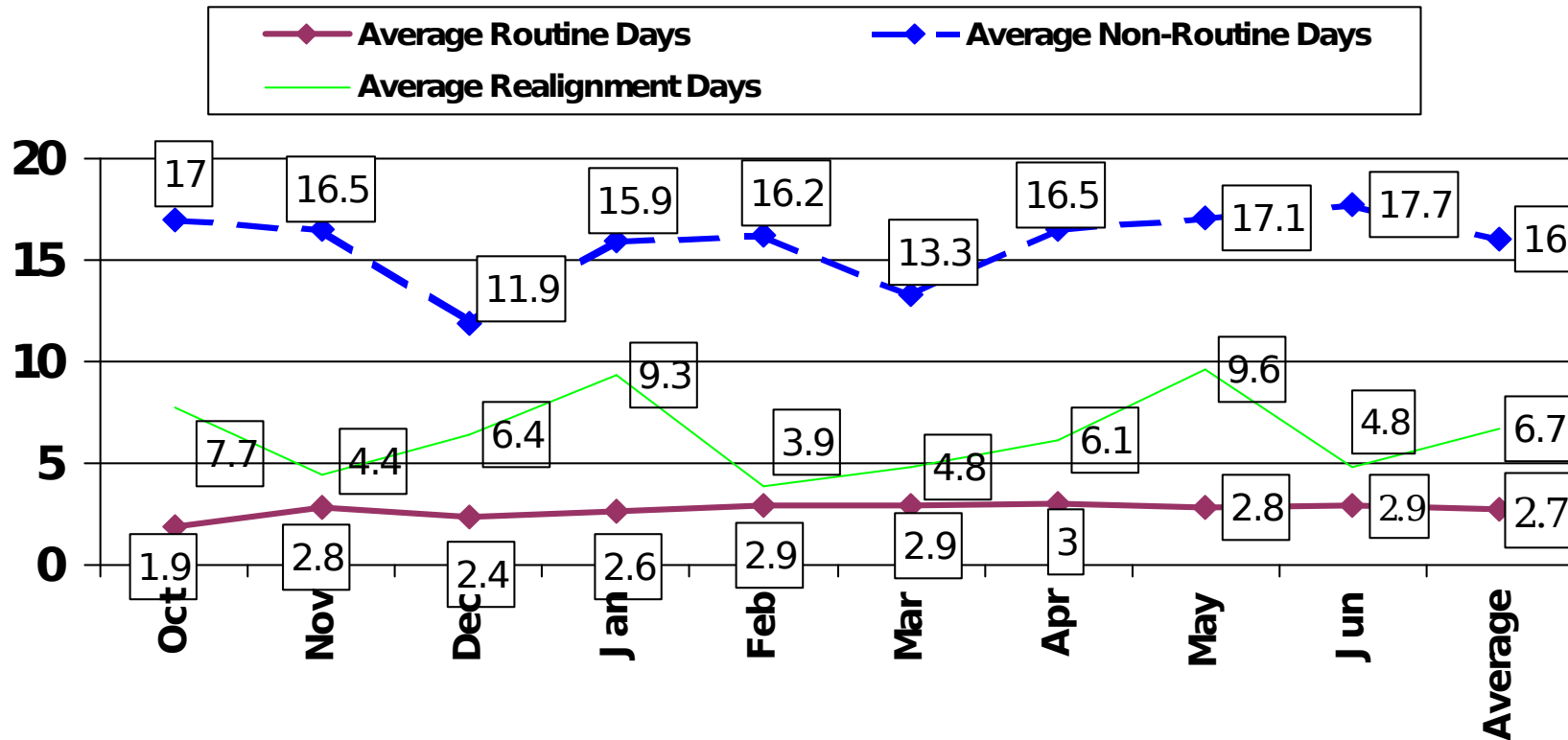
Routine, 4 Days from Date Received in CD

STANDARD:

Non-Routine, 30 Days from Date Received in CD

ASSESSMENT: Non-Routine - Green

Routine - Green

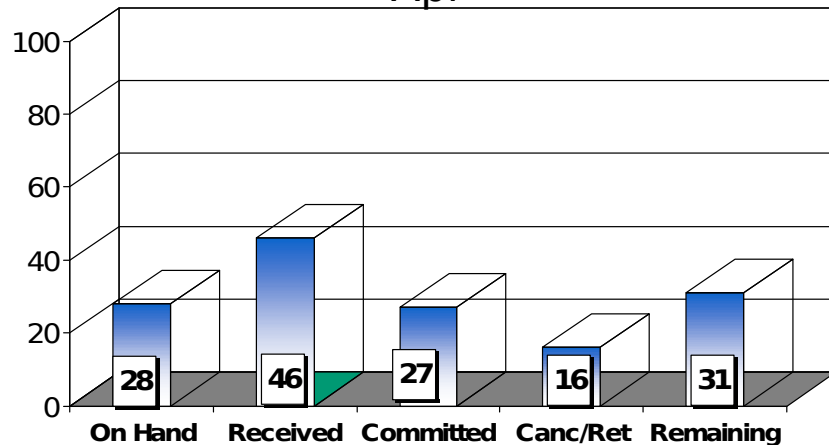
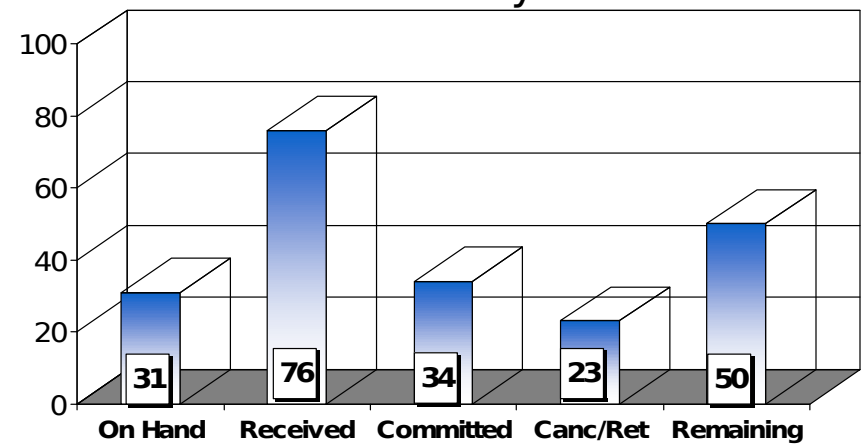
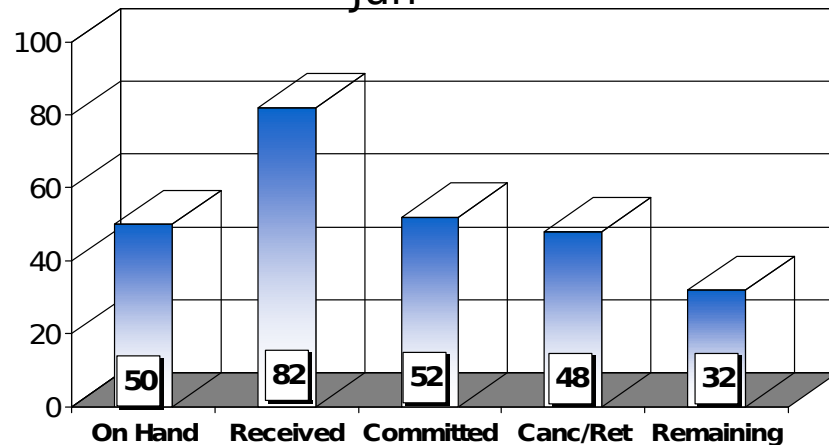
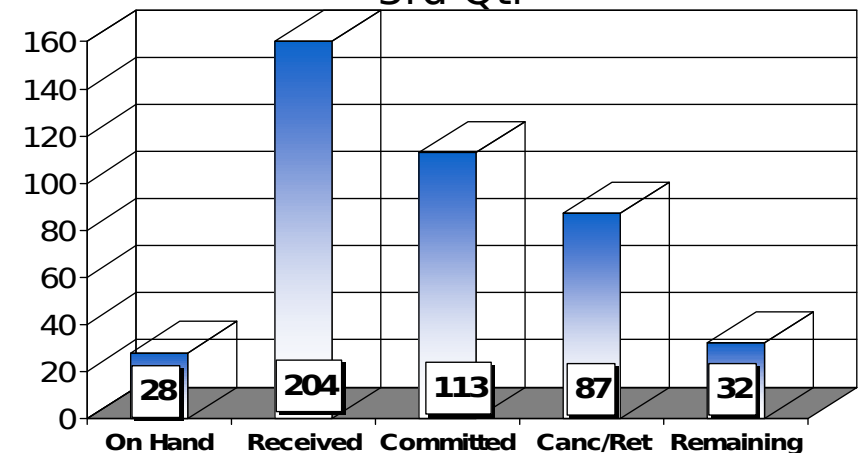


ANALYSIS: Routine actions are within standard; the overall increase from the previous quarter is due in part to diversion of resources to the FASCLASS project. Non-routine actions have been increasing but continue to be within standard. The average time for processing these actions below standard is due to a significant portion of routine actions being processed in a day or less, and non-routine actions being processed in less than 10 days. The SOP to address processing of realignments has been issued and should help stabilize the up and down performance of realignments over the year.



SECTION 3
Filling Jobs
Proponent: WCPOC, Staffing Services Division

<u>Sub-Section</u>	<u>Topic</u>	<u>Remarks</u>
A	Recruitment Activity – Jobs Filled	It illustrates how many jobs are being filled and the status of actions on hand at the end of the quarter.
B	Referral Lists Issued	Shows volume and timeliness of referral lists issued – on the basis of days to issue the list from the time the action is received in this Division. This includes both open and closed actions where referrals have been issued.
C	Resumes in Resumix Database	Depicts the number of resumes in the system from external and internal candidates.
D	Average Processing Time	Demonstrates the breakdown of time in the fill process-how actions flow through the various steps in the process. This presents data on actions closed (i.e., completed) during the quarter.
E	Management Feedback on Resumix	It illustrates management feedback on the Resumix process.

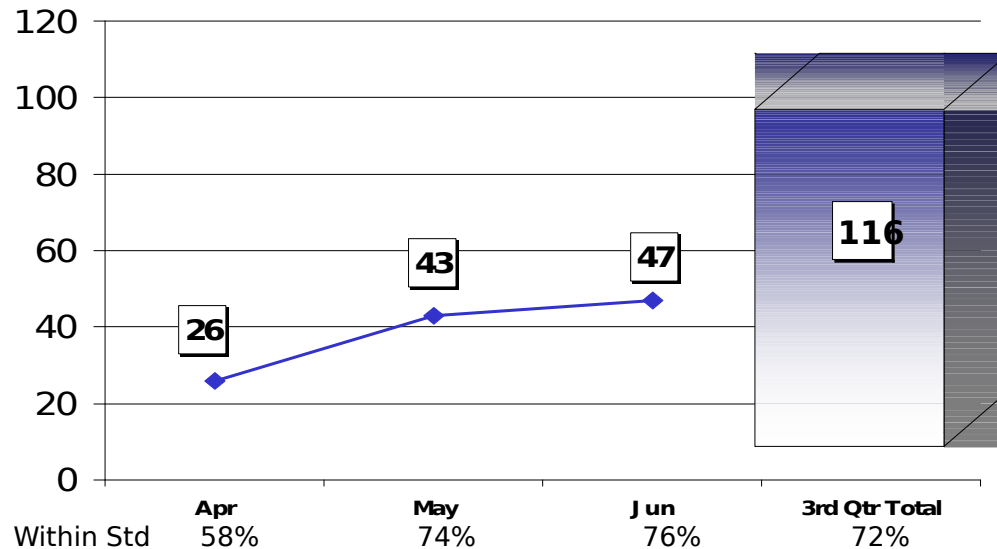
TOPIC:**Recruitment Activity - Jobs Filled - Fort Huachuca****3RD QTR-
FY99****PROPONENT: WCPOC - SSD****Apr****May****Jun****3rd Qtr**

ANALYSIS: This quarter 113 positions were committed - 89 through competitive procedures, 5 through PPP and 19 through other non-competitive sources. Of the 32 remaining at the end of the quarter, 17 have referrals issued, 10 have PPP issues working, and 5 are pending referral.



TOPIC:**Referral Lists Issued - Fort Huachuca****3RD QTR-****FY99****PROPONENT: WCPOC - SSD****STANDARD:** Resumix: 5 Calendar Days from Date Received in SSD
DEU: 36 Calendar Days from Date Received in SSD**ASSESSMENT: Red**

Number of Referrals Issued

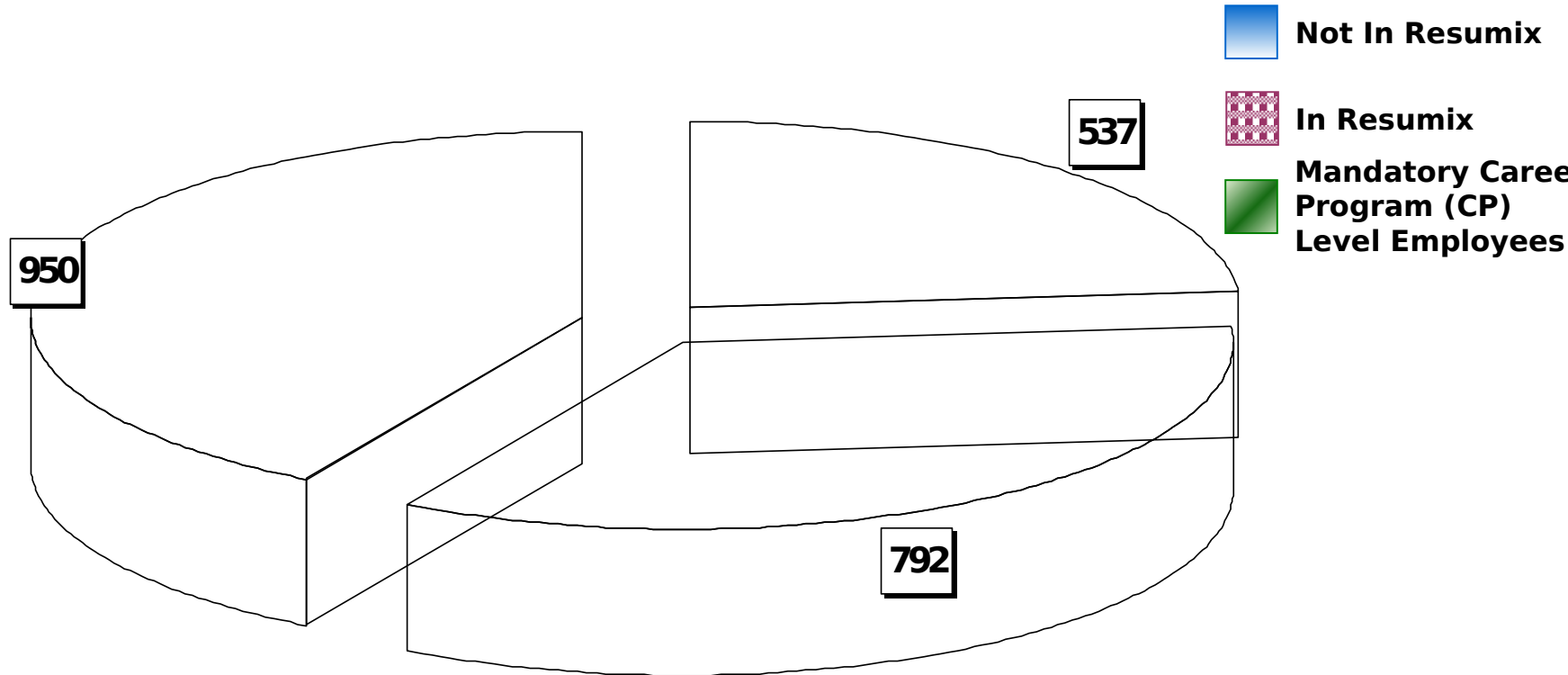


ANALYSIS: Referral timeliness has steadily increased over the quarter to an average of 72% for the quarter as compared to 65% for the previous quarter. With continued emphasis on quality control and production management, this trend is expected to continue.



TOPIC: Internal Resumes in Resumix Database - Fort Huachuca RD QTR-
PROPONENT: WCPOC - SSD

FY99



Total Population: 2,279

in Resumix (excludes mandatory CP level employees): 537 (40%)

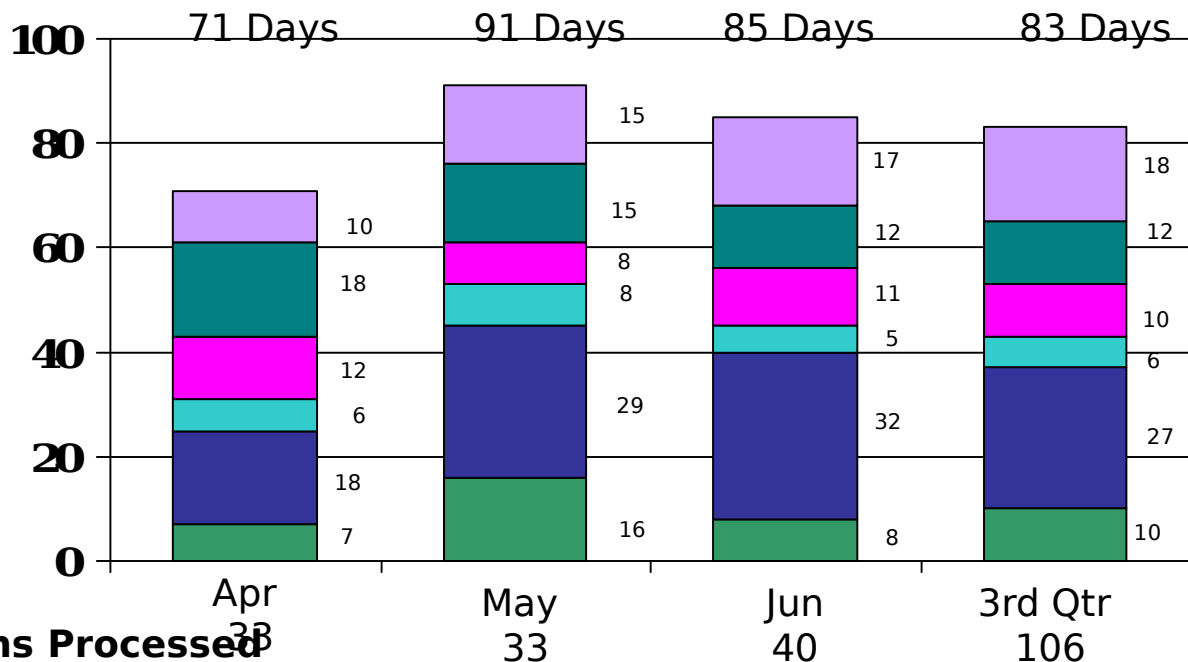
ANALYSIS: Forty percent of the current serviced population has submitted resumes to the Resumix database, an improvement over last quarter's 31%. During the quarter the CPOC participated in an ACAP job fair which encouraged applicants to apply. Employees must continue to be informed and encouraged to submit their resumes in order to receive consideration for job openings.



TOPIC: Avg Processing Time - Recruitment Actions - Fort Huachuca (From Initiation to Closure)

3RD QTR-FY99

PROPONENT: West Region Partners



of Actions Processed

- Avg. Days w/ Manager/RMO (Army standard: 3 days)
- Avg. Days w/ CPAC (Army standard: 3 days)
- Avg. Days w/ CPOC CD (Army standard: 4/30 days*)

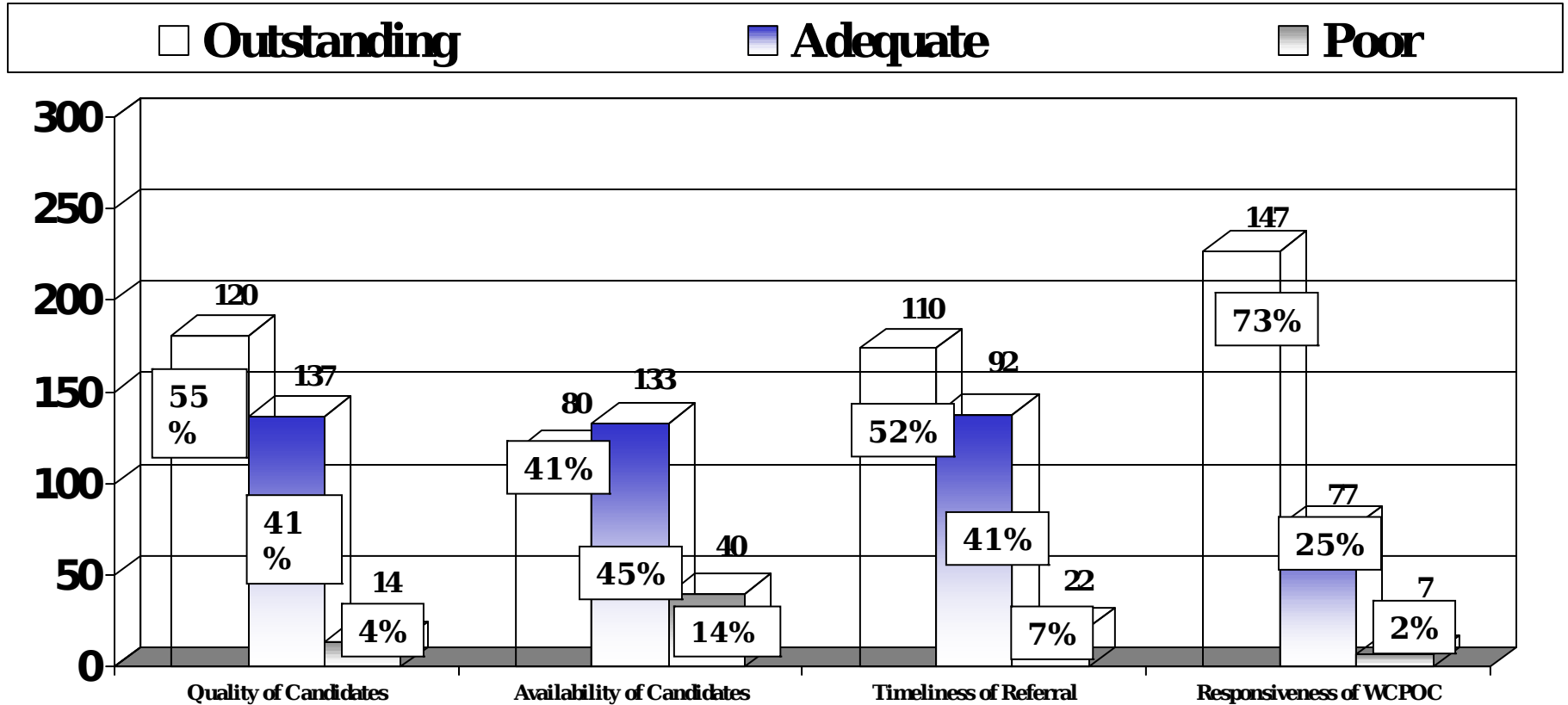
- Avg. Days w/ CPOC SSD to clear PPP, make non-competitive placement, and/or issue referral (Army standard: 5/36 days*)
- Avg. Days w/ Manager for Selection (Army standard: 10 days)
- Avg. Days w/ CPAC to make job offer and establish EOD and CPOC SSD to process and close action.

***standard varies with type of action/referral**

ANALYSIS: One hundred and six recruit actions were closed in the quarter in an average of 83 days from initiation by the manager to closure. Efforts will continue to improve fill timeliness while maintaining quality in the staffing process.



TOPIC:	Management Feedback on Resumix Referrals -	THRU END OF 3RD QTR- FY99
PROPONENT:	WCPOC - S&D Serviced	



TOTAL Resumix REFERRAL LISTS ISSUED = 1744* TOTAL # FEEDBACK FORMS RETURNED = 449

*includes referrals for multiple grades

ANALYSIS: Selecting officials receive a feedback form with each referral list. Those returned indicate continued high level of satisfaction with Resumix referrals.

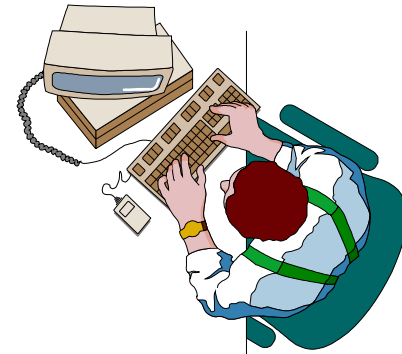


SECTION 4

Processing Personnel Actions

Proponent: WCPOC, Staffing Services Division

Sub-Section	Topic	Remarks
A	Non-Recruitment Actions Processed	Illustrates processing timeliness and volume of personnel actions processed through PERSACT – to include such actions as resignations, retirements, name changes, and other non-competitive actions.
B	Awards Processed	Presents a picture of the volume and value of awards processed.



TOPIC:

Non-Recruitment Actions Processed - Fort Huachuca

3RD QTR-
FY99

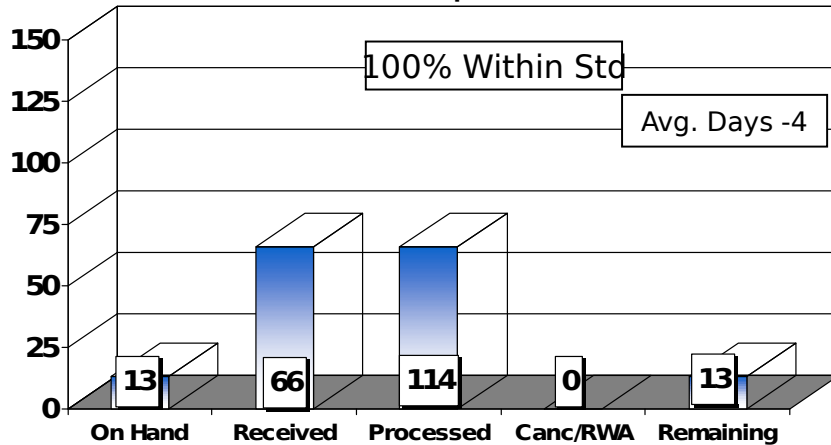
PROPONENT: WCPOC - SSD

ASSESSMENT:

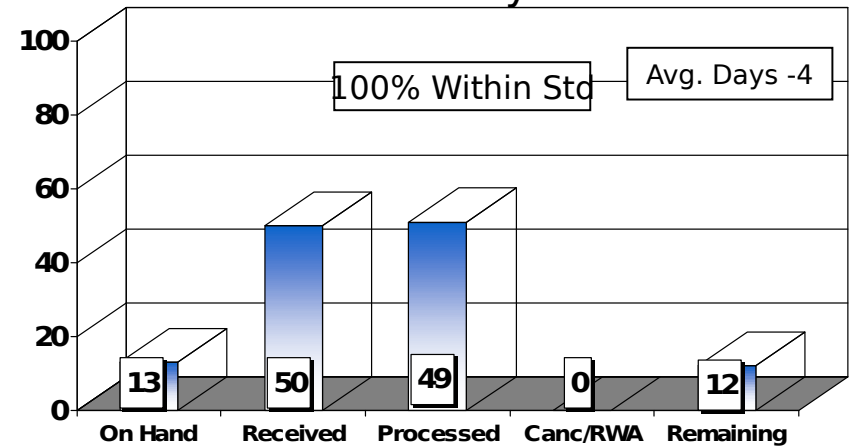
Green

STANDARD: 5 Calendar Days Avg. from Date Rec'd in SSD

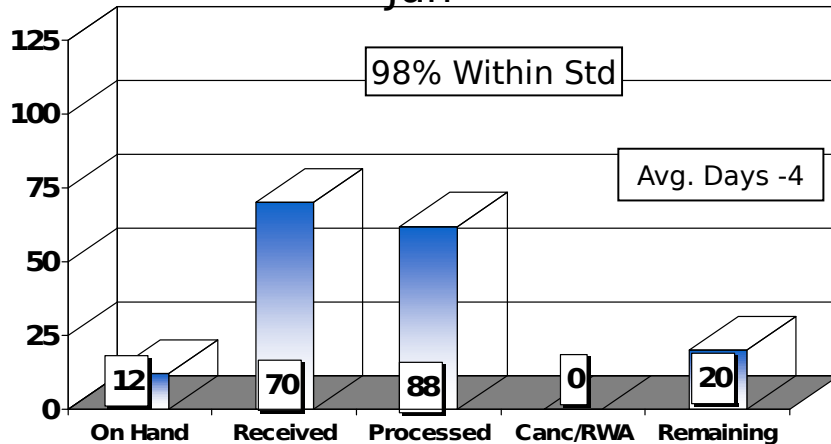
Apr



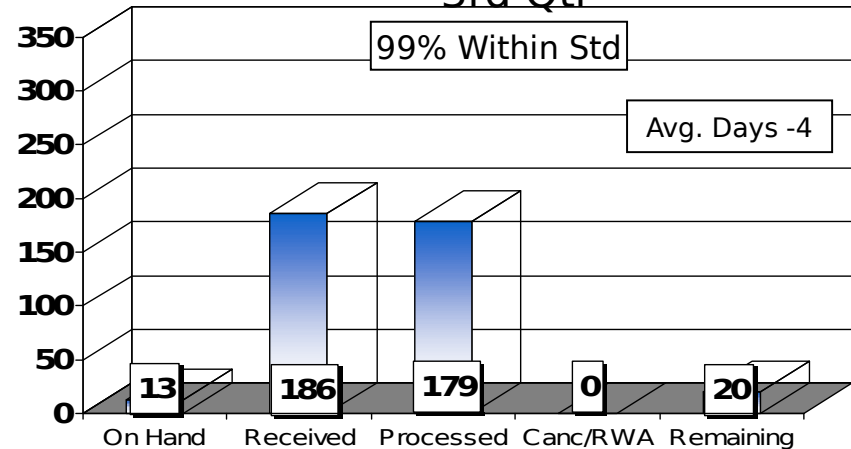
May



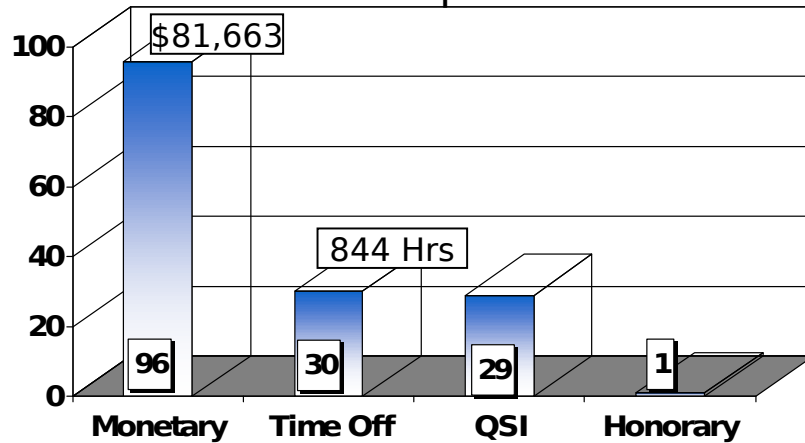
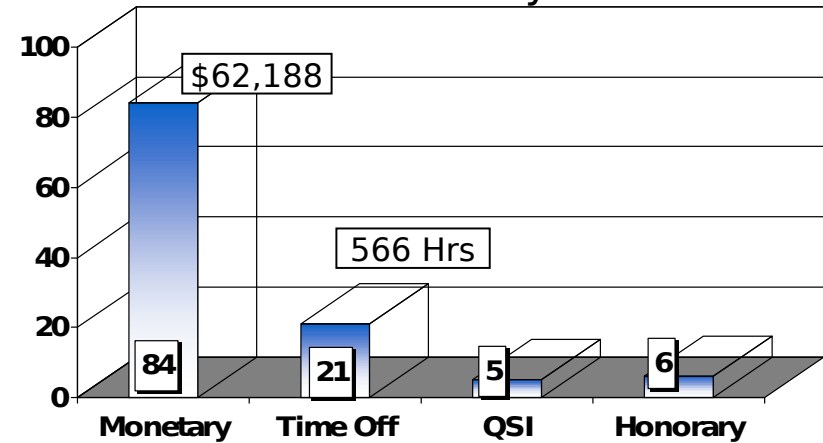
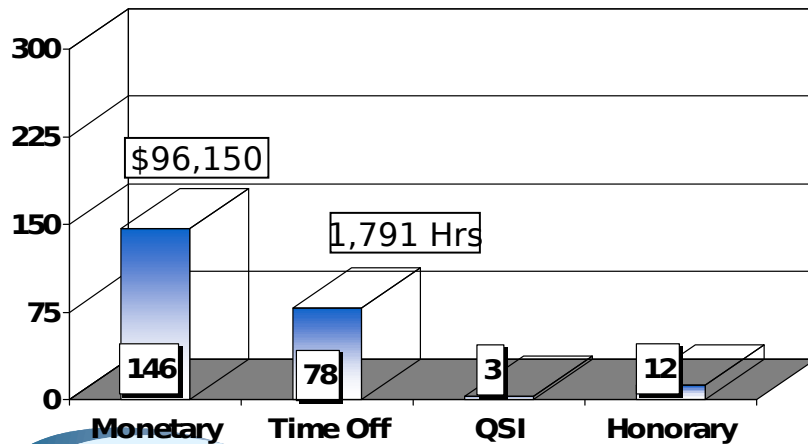
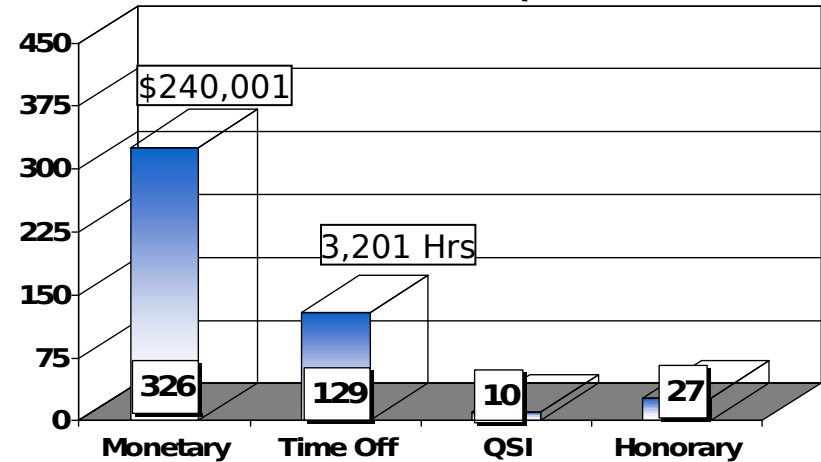
Jun



3rd Qtr



ANALYSIS: Ninety-nine percent of all non-recruitment actions were processed within 5 days of receipt in SSD. The overall average time to process actions was 4 days. Continued excellence is expected.

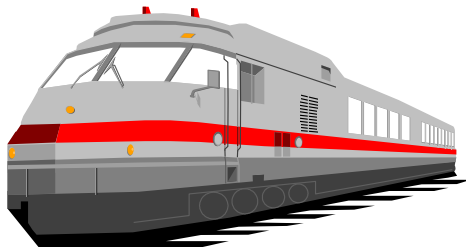
TOPIC:**Awards Processed - Fort Huachuca****3RD QTR-
FY99****PROPONENT: WCPOC - SSD****Apr****May****Jun****3rd Qtr**

Section 5

Training and Developing Employees

Proponent: WCPOC, Human Resource Development Division

Sub-Section	Topic	Remarks
N/A	Training Requests Processed	Provides data regarding timeliness and volume of training request processing into the database. Also includes total employee hours spent in training and the dollars invested.



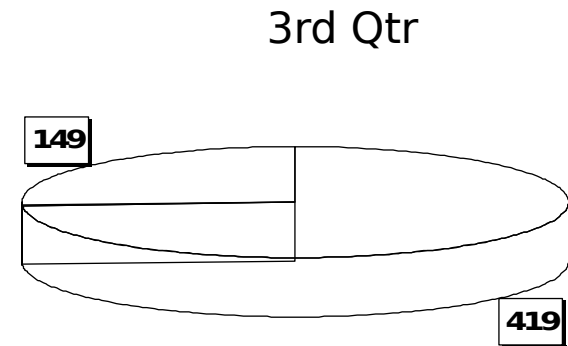
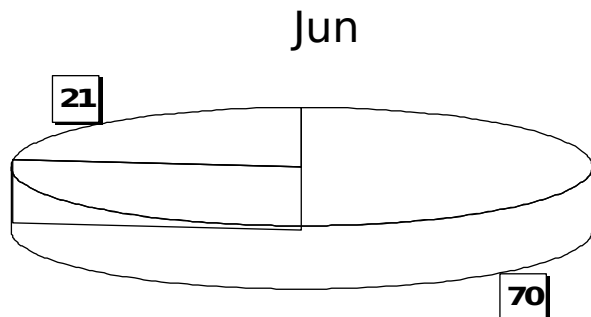
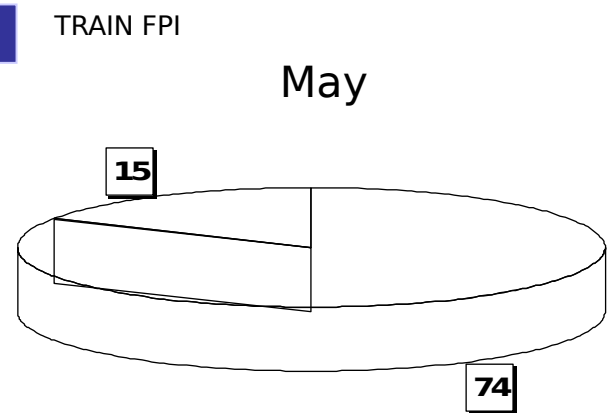
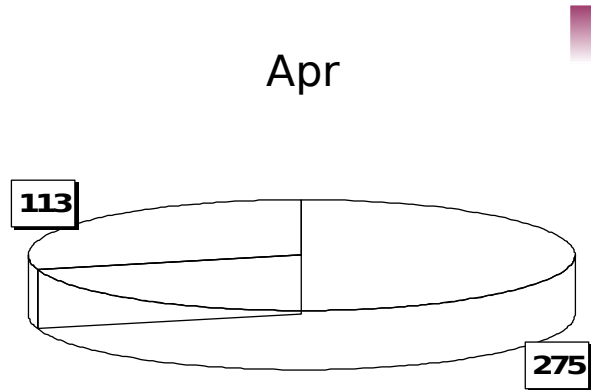
TOPIC: Training Requests Processed - Fort Huachuca

**3RD QTR-
FY99**

PROPONENT: WCPOC - HRDD

ASSESSMENT: Green

STANDARD: 7 Calendar Days from Receipt



**Training Investment: :
\$148,226
Training Hours: 12,193**

ANALYSIS: Training administered by the CPAC was processed manually, a training conducted at the WCPOC training facility was documented through use of TRAIN. All training requests were processed within standard.



SECTION 6

Providing Information Services

Proponent: WCPOC, Information Services Division

Sub-
Section

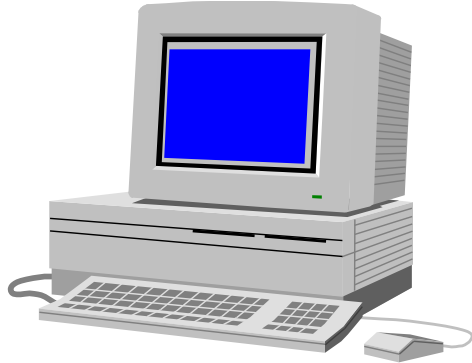
N/A

Topic

FPI Usage

Remarks

Provides data on Functional Process Improvement (FPI) usage by managers in the region. The number of log-ins is the number of times that managers/resource managers entered the system. The number of accounts is the total accounts that have been built for managers or resource managers to use any of the FPI modules.

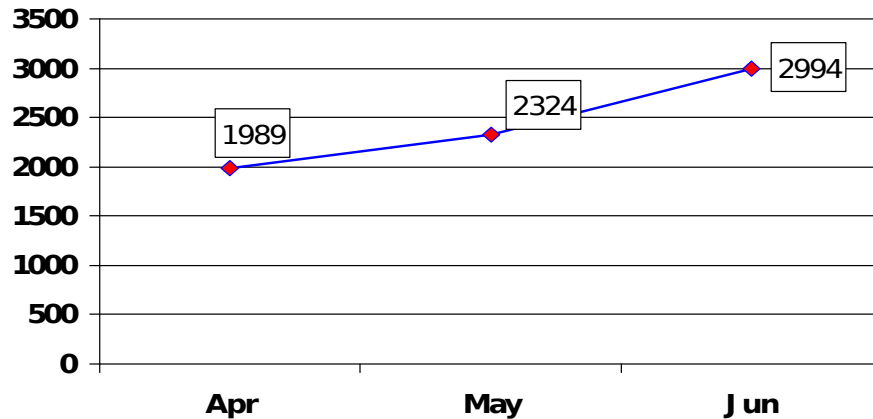


TOPIC: FPI Usage - Fort Huachuca

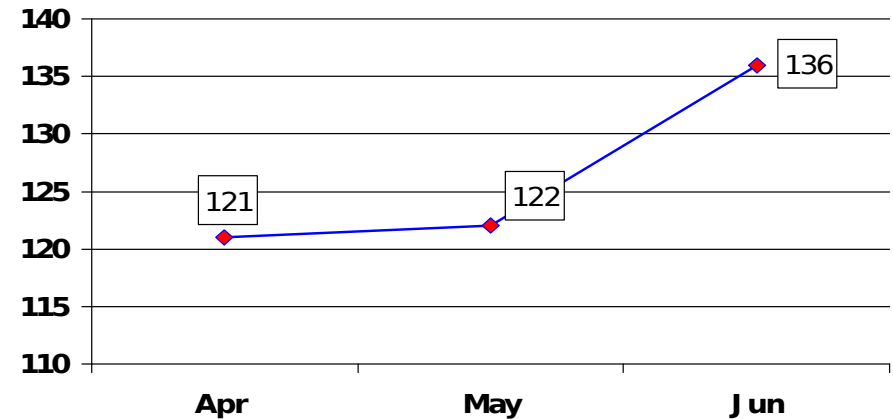
3RD QTR-FY99

PROPONENT: WCPOC-ISD

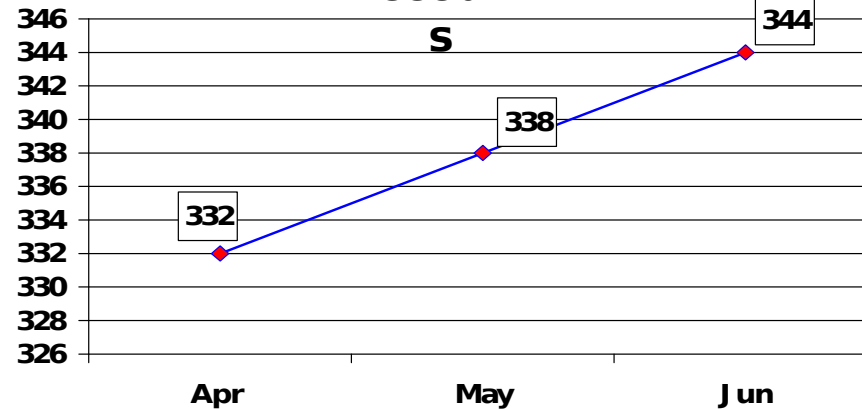
Logins



Number of Managers that Logged In



Accounts



ANALYSIS: Total logins increased significantly. The number of Managers using the FPIs also increased, but the percentage of Managers using the FPIs remained low at about 38%.

